

### **Legal Secretary (Part-time)**

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Part-time Legal Secretary for State Appellate Defender Office in Detroit (20 hrs/wk - afternoons). Duties: Prepare pleadings and correspondence, track due dates, schedule visits, and assist attorneys with caseload management. Qualifications: High school graduation or equivalent and 5 years legal secretary experience (criminal appellate exp. preferred). Proficient skills in Microsoft Word, Outlook, the Internet, and word processing. Effective communication and writing skills. Ability to multi-task and meet deadlines. Strong organization skills and attention to detail. \$14.75/hour to start. Paid vacation, sick leave, holidays, 401k.

**TO APPLY:** Submit a cover letter and resume to: Human Resources, State Appellate Defender Office, Penobscot Building, Suite 3300, 645 Griswold, Detroit, MI 48226. Or email: [wendy@sado.org](mailto:wendy@sado.org).